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OFFICE OF TRAINING

OPERATIONS SCHOOL

Headquarters Training

RECORDS OFFICERS COURSE NO. 30 (ROC)

11 - 15 January 1965

Room 1A-13 Headquarters

STUDENT OBJECTIVES

1. To learn the role that records play in the discharge by the Agency of the responsibilities inherent in the Agency's mission.
2. To gain an appreciation of records and proper records management in the successful performance of the Agency's mission.
3. To understand the inter-relationship between the CS mission and records and to sharpen judgment in the handling and disposition of records.

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25X1A

Chief Instructor
Ext. 2141

Group I
Excluded from automatic
downgrading and
declassification

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ORIG CLASS		CLASS		CLASS	C
JUST	22	NEXT REV	2011	AUTH	HR 70-2

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Monday, 11 January 1965

0830 - 0900	Registration and Administration
0900 - 0930	CS Mission and Records
0940 - 1110	The Records Officer and His Responsibilities
1120 - 1300	Records Terminology

Tuesday, 12 January 1965

0830 - 0900	Reading
0900 - 1000	Interagency Source Register (ISR)
1010 - 1200	RID Responsibilities in the CS Records System
1210 - 1300	Review, Analysis, Classification

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Wednesday, 13 January 1965 *

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0830 - 0900	Reading
0900 - 1010	The 201 System
1020 - 1050	Sensitive Documents
1100 - 1300	Destruction Procedures and RO Responsibilities

Thursday, 14 January 1965

0830 - 0900	Reading - Submit Questions for Question and Answer Period on Friday
0900 - 1150	Handling of Records at the Headquarters Desk, Including Destruction
1200 - 1300	Introduction to Practical Exercises

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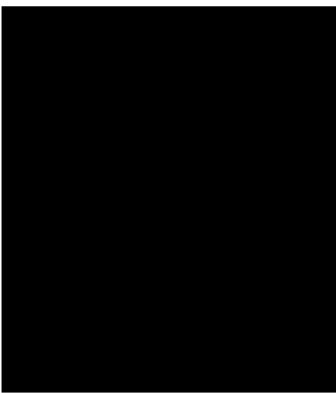
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Friday, 15 January 1965

0830 - 1030	Practical Exercise - Destruction
1040 - 1100	25X1A System Developments
1110 - 1230	Question and Answer Period - Panel
1230 - 1300	Final Administration



*Students who have not taken the RID Tour are required to do so on Wednesday, 13 January 1965. The tour will be conducted from 1400-1600 hours and will start from this classroom promptly at 1400.

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